

RECORDS DISPOSITION AUTHORITY

Records Control Schedule No. 15 (75-35)-59 for
the CS Support Staff is approved and authority
herby given to implement the disposition
instructions contained therein.

Review:

Approved:

CS Records Management Officer

Chief, Records Management
Staff

Date

Date

Chief, Records Disposition Branch,
RMS/MS

Date

MORI/CDF

INSTRUCTIONS

This general records control schedule is issued by the CS Support Records Committee to provide filing and disposition standards for records common to the CS Support Staffs. These standards apply to the records described regardless of where they are filed organizationally in the Staff.

It is not the intent of this schedule to require the maintenance of all the records described therein. The number of different files in a Staff will vary with the size and function of the Area Division or Senior Staff.

The schedule is arranged functionally for ease of application by the organizational elements responsible for these functions. For this reason, there is a repetition of identical items such as "Mail Control Records," "Pseudo Files" and "Chrono Files."

Any questions concerning the interpretation of instructions in this schedule should be referred to your records officer.

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ADMINISTRATIVE RECORDS
Records Maintained by Chiefs of DD/P Support Staffs

Description	Recommended Method of Filing	Disposition Instructions
1. Staff Subject Files These files ordinarily consist of correspondence, memos, reports, dispatches and cables, relating to the overall administration of Division or Staff support responsibilities. Contents of the file relate largely to the implementation of established policy and procedures. The subject matter of the files varies but relates commonly to budget, fiscal, logistics, security, personnel and training functions.	By subject (in accordance with)	Destroy after 2 years. Break files annually; hold 1 year then destroy. 25X1
2. Station Files Consists of copies of in and out dispatches and cables relating to support matters such as housing, security and medical services at Stations.	Alphabetically by station and chronologically thereunder.	Destroy after 2 years. Break files annually; hold 1 year then destroy.
3. Locator Cards These are IMI cards prepared by Office of Personnel for each employee. Cards bear business and home address.	Alphabetically.	Dispose of in accordance with instructions printed thereon.

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Description	Recommended Method of Filing	Disposition Instructions
4. Pseudo Files		
Ordinarily consist of cross referenced card files of true names, pseudos and crypts.	Alphabetically and numerically.	Upon separation, termination or transfer place card in inactive file; hold 1 year then destroy.
5. Administrative Issuances		
These files consist of copies of Agency regulations, notices, handbooks, and other internal or external issuances relating to the administration of support functions.	By subject.	Destroy when superseded or obsolete.
6. Chrono Files		
These files consist of extra copies of in and out cables and dispatches, and copies of outgoing correspondence originating in the Office. Such files are maintained for convenience of reference.		
a. Cables and Dispatches	Chronologically.	Destroy after 6 months. Maintain 6 months level; thereafter destroy earliest month upon filing latest month.
b. Correspondence	Chronologically.	Destroy after 2 years. Break files annually; hold 1 year then destroy.

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Description	Recommended Method of Filing	Disposition Instructions
7. Mail Control Records		
a. TS Logs	Numerically by TS number.	Disposal not authorized by this schedule.
b. Secret and below logs	By type and chronolog- ically thereunder.	Destroy after 2 years. Break file annually; hold 1 year and destroy
c. Abstract Slips	By source and/or numerically.	Same as above.

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PERSONNEL RECORDS
Maintained by Personnel Sections, DD/P Support Staffs

Description	Recommended Method of Filing	Disposition Instructions
8. Personnel Folders (Soft)		
a. Staff Employees and Staff Agents. Individual personnel folders maintained for employees of the Senior Staffs or Area Divisions. Filed here are copies of papers documenting all personnel actions affecting the individual. Also present are copies of fitness reports, and correspondence, cables and dispatches pertaining to assignment, training, processing and travel of the employee. No official personnel records are retained in these folders. (See)	Alphabetically	Destroy after separation or transfer
b. Contract Employees. These files ordinarily contain a copy of the contract along with copies of instructions, reports, correspondence, dispatches and cables pertaining to the employee and status of his contract.	Alphabetically	
1. Type A employees		Upon termination screen out and destroy duplicate material and transfer to Contract Personnel Division, OP.

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Description	Recommended Method of Filing	Disposition Instructions
2. All Others		Upon termination screen out and destroy duplicate material. Place folder in inactive file; break file annually; hold for 1 year then transfer to Records Center. Dispose of at Records Center in accor- dance with General Records Schedule 1, Appendix B, Title 3, Federal Records.
9. Pseudo Files		
A cross referenced card file of pseudos, crypts and true names.	Alphabetically	Upon separation, termination or transfer place cards in inactive file; hold 1 year and destroy.
10. TO Files		
Consists of records relating to the staffing pattern such as copies of monthly TO reports; TO change authorizations; manning tables and IBM listings of employees by grade and date of grade.	By subject	Destroy when superseded or obsolete.
11. Personnel Card Files		
a. Employee Records Cards (Form OF 4b).	By organization and grade thereunder.	Upon intra-agency transfer forward card to gaining office. Destroy on separation or termination.
A card is maintained for each employee. Notations of all personnel actions and completed training are posted to this form.		

SECRET

Description	Recommended Method of Filing	Disposition Instructions
b. Position Inventory Files.		
These files are ordinarily maintained on SF 7d along with OF 4b above. They provide a current record of authorized and established positions, both filled and vacant.	Same as above.	Destroy on cancellation of position.
c. Locator Cards. These are IBM cards furnished by Office of Personnel for each employee. The cards bear home and office addresses and phone numbers.	Alphabetically.	Return card to Machine Records Division, O/Comptroller as instructed thereon.
d. All other card files and forms used as aids in controlling actions affecting individual employees. Such files may relate to travel, clearance, training, qualifications, termination of contracts or preparation of fitness reports.	Not applicable	Destroy cards when action is completed.

12. Section Subject Files

These are administrative reference files accumulated in the course of performing personnel support functions. Included in the files are copies of directives and procedural instructions as well as correspondence, reports, cables and dispatches. This material relates to such subjects as TOs; position descriptions; assignments; reassignment; vacancies; recruitment, promotions; and other matters pertaining to personnel administration. Ordinarily correspondence with Branches and other Headquarters components is filed here.

By subject (In accordance with)

Destroy after 2 years. Break files annually; hold for 1 year then destroy.

25X1

SECRET

Description	Recommended Method of Filing	Disposition Instructions
13. Chrono Files		
These files consists of extra copies of in and out cables and dispatches, and copies of outgoing correspondence originating in the Section. Such files are maintained for convenience of reference.		
a. Cables and Dispatches	Chronologically.	Destroy after 6 months. Maintain 6 Months level; thereafter destroy earliest month upon filing latest month.
b. Correspondence	Chronologically.	Destroy after 2 years. Break files annually; hold 1 year then destroy.
14. Administrative Issuances		
These files consist of copies of Agency regulations, notices, hand-books, and other internal or external issuances relating to the administration of the personnel function.	By subject.	Destroy when superseded or obsolete.
15. Mail Control Records		
a. TS Logs	Numerically by TS number.	Disposal not authorized by this schedule.
b. Secret and below logs	By type and chronologically thereunder.	Destroy after 2 years. Break file annually; hold 1 year and destroy.
c. Abstract Slips	By source and/or numerically.	Same as above.

SECRET

SECURITY RECORDS
Maintained by Security Section, DE/S Support Staffs

Description	Recommended Method of Filing	Disposition Instructions
16. Section Subject Files		
A file of correspondence; reports; copies of dispatches and cables; and copies of internal and external issuances and instructions pertaining to security clearances and the general administration of the security support function. Ordinarily correspondence with Branches and other Headquarters components is filed here.	By subject (In accordance with HSB 43-330-1)	Destroy after 2 years. Break files annually; hold 1 year then destroy.
17. Cover Files		
Consists of cards or other forms bearing name of individual, kind of cover and date of cover.	Alphabetically.	Destroy after transfer or separation.
18. Clearance Files		
These files are used as a control over status of clearances requested from OS. Consists of cards or other forms bearing name of individual, date of request, and type of clearance.	Alphabetically	Destroy after clearance is granted.
19. Chrono Files		
These files consist of extra copies of in and out cables and dispatches, and copies of outgoing correspondence originating in the Section. Such files are maintained for convenience of reference.		

SECRET

Description	Recommended Method of Filing	Disposition Instructions
a. Cables and Dispatches	Chronologically.	Destroy after 6 months. Maintain 6 months level; thereafter destroy earliest month upon filing latest month.
b. Correspondence	Chronologically.	Destroy after 2 years. Break files annually; hold 1 year then destroy.
20. Administrative Issuances		
These files consist of copies of Agency regulations, notices, hand- books, and other internal or external issuances relating to the administration of the security function.	By subject.	Destroy when superseded or obsolete.
21. Mail Control Records		
a. TS Logs	Numerically by TS number.	Disposal not authorized by this schedule.
b. Secret and below logs.	By type and chronolog- ically thereunder.	Destroy after 2 years. Break file annually; hold 1 year and destroy.
c. Abstract Slips	By source and/or numerically.	Same as above.

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FISCAL RECORDS

Maintained by B&F Offices, DD/P Support Staffs

Description	Recommended Methods of Filing	Disposition Instructions
22. Budget Files		
These files ordinarily include copies of instructions, narrative and statistical statements of requirements, copies of operational programs, preliminary estimates, office estimates, copies of budget presentations and related work papers. These are files that accumulate during the process of preparing Staff and Division budget presentations for the Budget Division, Office of the Comptroller.	By fiscal year	Destroy after 3 fiscal years. Break files annually; hold for two years, then destroy.
23. Allotment Files		
a. Copies of advices for Headquarters and the Field.	By fiscal year and allotment account number thereunder.	Destroy after 3 fiscal years. Break files annually; hold for two years, then destroy.
b. "Blue Chip" copies of advices.	By fiscal year.	Same as above.
c. Allotment control ledgers showing obligations, expenditures and status of allotments.	By fiscal year and country and/or station thereunder.	Same as above.
d. Status of Allotments. These reports are prepared monthly and forwarded to Finance Division. Copies are distributed to Branches and the Field.	By fiscal year and monthly thereunder.	Same as above.
e. Allotment Record Cards Data concerning current status of allotments are posted to these cards.	By country and allotment number thereunder.	Same as above.

Description	Recommended Method of Filing	Disposition Instructions
<p>24. Obligation Files</p> <p>a. Consists of copies of obligation documents such as requisitions, travel orders, requests for payments and advances and related vouchers and supporting documents used in accounting for expenditures.</p> <p>b. Other copies of obligation documents such as requisitions and travel orders maintained solely for convenience of reference.</p>	<p>By fiscal year and allotment number thereunder.</p> <p>Conform to office practice.</p>	<p>Same as above</p> <p>Destroy when no longer needed for reference.</p>
<p>25. Finance Division General Ledger Runs</p> <p>These are monthly IBM runs furnished by the Office of the Comptroller showing expenditures, property issues and cost listings. Used in reconciliation of accounts.</p>	<p>By fiscal year.</p>	<p>Destroy after 3 fiscal years. Break files annually; hold 2 years, then destroy.</p>
<p>26. Payrolls</p> <p>These are copies of IBM runs furnished each pay period by the Office of the Comptroller.</p>	<p>By fiscal year and allotment number and pay period thereunder.</p>	<p>Destroy at the end of fiscal year.</p>
<p>27. Project Accounting Files</p> <p>Contains copies of project authorizations and correspondence dispatches, cables and related papers pertaining to the administration of project funds.</p>	<p>By allotment account number.</p>	<p>Destroy 1 year after termination. Place terminated projects in inactive file; hold 1 year and destroy.</p>
<p>28. Station Files (Country Files)</p> <p>Consists of correspondence and copies of in and out cables relating to the administration of fiscal affairs at field stations.</p>	<p>By fiscal year and thereunder by country and/or station</p>	<p>Destroy after 3 fiscal years. Break files annually; hold 2 years, then destroy.</p>

Description	Recommended Method of Filing	Disposition Instructions
29. Station Accountings		
These are monthly accountings received from the Field in duplicate. Originals are forwarded to Finance Division.	By fiscal year and thereunder by country and/or station. (In some Staffs where the volume is small, it is feasible to file them in the Station Files above.)	Same as above.
30. Pseudo Files		
Ordinarily consists of cross-referenced card files and true names, pseudos and crypts. File includes Staff employees and agents as well as consultants and contract employees.	Alphabetically and numerically.	Upon separation, termination or transfer place card in inactive file; hold for 1 year, then destroy.
31. Personnel Files (B&F)		
Folders contain copies of fitness reports, personnel actions and promotion recommendations for each Budget and Fiscal employee.	Alphabetically.	Destroy upon separation or transfer of individual.
32. Subject Files		
A general file of correspondence, reports; memos; copies of instructions and internal issuances relating to administration of the finance support function at Headquarters and in the field as well as those of the Section. Ordinarily correspondence with Branches and other Headquarters components is filed here.	By subject (In accordance with HB 43-330-1)	Destroy after 2 fiscal years. Break files at end of each year; hold for 1 year and destroy.

Description	Recommended Method of Filing	Disposition Instructions
<p>33. Imprest Fund Files</p> <p>Consists of copies of monthly accountings made to Finance Division and letters of instructions authorizing expenditures of funds.</p>	By month.	Destroy after audit and clearance.
<p>34. Overtime Files</p> <p>Contains requests for overtime and reports of overtime worked.</p>	By pay period.	Destroy after 1 fiscal year.
<p>35. Employee Accountings Files</p> <p>These files are maintained to record requests for advances; payment of allowances; accountings; travel orders and other financial transactions affecting individuals. Such files are ordinarily maintained on cards or in folders containing extra copies of obligation documents and cover Staff employees, Staff agents and contract employees.</p>	By fiscal year and alphabetically thereunder.	Destroy when no longer needed for reference. Do not retain after separation, termination, or transfer.
<p>36. Administrative Issuances</p> <p>These files consist of copies of Agency Regulations, Notices, Handbooks and other internal or external issuances relating to the administration of the budget and fiscal function.</p>	By subject.	Destroy when superseded or obsolete.
<p>37. Chrono Files</p> <p>These files consist of extra copies of in and out cables and dispatches, and copies of outgoing correspondence originating in the Section. Such files are</p>		

Description	Recommended Method of Filing	Disposition Instructions
maintained for convenience of reference.		
a. Cables and Dispatches	Chronologically	Destroy after 6 months. Maintain 6 months level; thereafter destroy earliest month upon fil- ing latest month.
b. Correspondence	Chronologically	Destroy after 2 fiscal years. Break files an- nually; hold 1 year, then destroy.
38. Mail Control Records		
a. TS logs	Numerically by TS number.	Disposal not authorized by this schedule.
b. Secret and below logs	By type and chronologically thereunder	Destroy after 2 years. Break file annually; hold 1 year and then destroy.
c. Abstract Slips	By source and/or numerically	Same as above.

LOGISTICS RECORDS
Maintained by Logistics Sections, DD/P Support Staffs

Description	Recommended Method of Filing	Disposition Instructions
39. Country Files (Station Files)		
These files contain correspondence, reports and copies of cables and dispatches relating to the administration of support functions for stations and projects.	By country and/or station and project thereunder.	Destroy after 3 years. Break files annually; hold 2 years then destroy
40. TVA Files		
Contains table of vehicular allowance for stations and projects. Included are copies of justifications and authorizations.	By country and/or station and project thereunder.	Destroy when superseded or canceled.
41. Requisition Files		
a. Requisitions		
Consists of copies of field requisitions and shipping documents furnished by the Office of Logistics.	Numerically by Station allotment number.	Destroy after 2 years. Break files annually; hold 1 year then destroy.
b. Headquarters Requisitions		
Copies of requisitions prepared by the Section for Headquarters and field.	Numerically by requisition number	Same as above.

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Description	Recommended Method of Filing	Disposition Instructions
42. MR Files		
a. Signed copies of memorandum receipts for non-expendable property.	Alphabetically by name.	Destroy after turn in of property.
b. Copies of Consolidated Memorandum Receipt listings (IBM) furnished by Office of Logistics.	Alphabetically by station.	Destroy when superseded.
43. Catalogs		
Copies of Federal Supply Service, Agency, and private manufacturers catalogs for supplies and equipment.	By subject.	Destroy when superseded or obsolete.
44. Property Card File		
These cards are used to control issue and stock levels of non-expendable items. Shows to whom item is charged and where and balance on hand.	Alphabetically by name of equipment.	Destroy cards with zero balance after confirmation by CMR report.(item 42b)
45. Administrative Issuances		
These files consist of copies of Agency regulations, notices, handbooks, and other internal or external issuances relating to the administration of logistics functions.	By subject.	Destroy when superseded or obsolete.

Description	Recommended Method of Filing	Disposition Instructions
46. Section Subject Files		
A general file of correspondence, reports; copies of cables and dispatches; copies of instructions and internal issuances relating to administration of logistics support functions at Headquarters and in the field as well as those of the Section. Ordinarily correspondence with Branches and other Headquarters components is filed here.	By subject (In accordance with HB 43-330-1)	Destroy after 2 years. Break files annually; hold 1 year then destroy.
47. Chrono Files		
These files consist of extra copies of in and out cables and dispatches and copies of outgoing correspondence originating in the Section. Such files are maintained for convenience of reference.		
a. Cables and Dispatches	Chronologically	Destroy after 6 months. Maintain 6 months level; thereafter destroy earliest month upon filing latest month.
b. Correspondence	Chronologically	Destroy after 2 years. Break files annually; hold 1 year then destroy.

<u>Description</u>	<u>Recommended Method of Filing</u>	<u>Disposition Instructions</u>
48. Mail Control Records		
a. TS logs	Numerically by TS number.	Disposal not authorized by this schedule.
b. Secret and below logs.	By type and chronologically thereunder.	Destroy after 2 years. Break file annually; hold 1 year then destroy.
c. Abstract Slips	By source and/or numerically thereunder.	Same as above.

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REGISTRY RECORDS, DD/P SUPPORT STAFFS

Description	Recommended Method of Filing	Disposition Instructions
49. Cable Files		
Copies of in & out cables.	By source and/or chronologically.	Destroy after 1 year. Maintain 12 month level; thereafter destroy earli- est month upon filing latest month.
50. Dispatch Files		
Copies of incoming or outgoing dispatches.	By source and/or dispatch number.	Same as above.
51. Pseudo Files		
Consists of cross referenced card files of pseudos, true names and crypts.	Alphabetically and numerically.	Upon separation, termina- tion or transfer place card in inactive file; hold for 1 year then des- troy.
52. Administrative Issuances		
These files consist of copies of Agency regulations, notices, hand- books, and other internal or external issuances relating to the administra- tion of the registry function.	By subject.	Destroy when superseded or obsolete.
53. Mail Control Records		
a. TS logs	Numerically by TS number.	Disposal not authorized by this schedule.
b. Secret and below logs.	By type & chronologically thereunder.	Destroy after 2 years. Break file annually; hold 1 year & destroy.
c. Abstract Slips	By source and/or numerically.	Same as above.

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RECORDS MANAGEMENT PROGRAM

RECORDS CONTROL SCHEDULE FOR THE

CS SUPPORT STAFFS

